

**Request for Proposal  
For  
NGOs working in Skill Development & Livelihoods  
Code: HCLF/RfP/SDL /Uday by HCLFoundation/26122024**

***HCLFoundation invites proposals from NGOs/CSR implementing agencies for 'Skill Development & Livelihoods' under the flagship urban development programme - Uday***

<b>RFP released by</b>	HCLFoundation
<b>RFP Code</b>	<b>HCLF/RfP/SDL/Uday by HCLFoundation/26122024</b>
<b>Programme Name</b>	Skill Development and Livelihoods (under Uday by HCLFoundation)
<b>Date of RFP</b>	26 <sup>th</sup> Dec 2024
<b>Last date for submission</b>	25 <sup>th</sup> Jan 2025
<b>Location</b>	Lucknow (Uttar Pradesh), Chennai, (Tamil Nadu), Hyderabad (Telangana) and Nagpur (Maharashtra)

## About HCLFoundation

HCLFoundation delivers the corporate social responsibility agenda of HCLTech in India through its flagship programs and special initiatives. As a not-for-profit organization, it strives to contribute towards national and international development goals, bringing about positive impact in the lives of people through long-term sustainable programs.

HCLFoundation aims to alleviate poverty and achieve inclusive growth and development through life cycle-based, integrated community development approach that focuses on Education, Health, Skill Development and Livelihoods, Environment, and Disaster Risk Reduction and Response. At present, it is implementing five flagship programs, Samuday and HCLTech Grant (Rural Development); Uday and My Clean City (Urban Development); Harit - (Environment Action) and 4 special initiatives - Power of One, Sports for Change, Academy and My E-Haat.

For more details, please visit our website – <https://www.hclfoundation.org>



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# HCLFoundation

## Vision

To be the source code for sustainable socio-economic and environmental development.

## Mission

Nurture clean, green and healthy communities where everyone is empowered and equipped to reach their full potential in partnership with its employees, communities and stakeholders, while promoting volunteerism and establishing international standards of strategic planning, implementation and measuring impact.

## Links

HCLFoundation: <https://youtu.be/EkxVM856rHk>

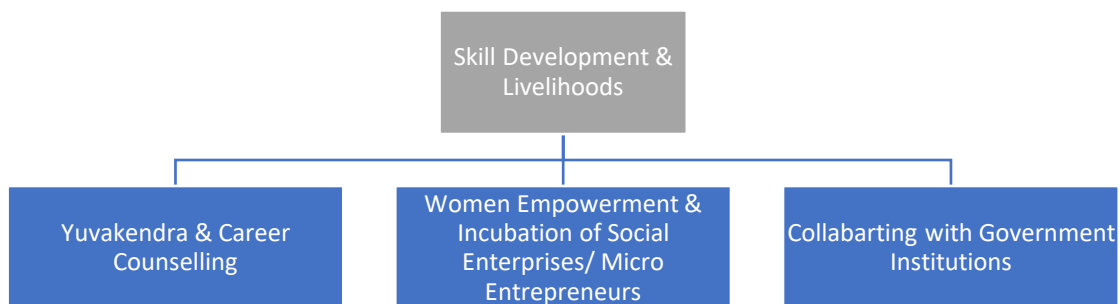
Uday: <https://youtu.be/eMRYLnEun4s>

## HCL Uday by HCLFoundation

HCL Uday's success, drawn from the 'convergence' model where NGOs, duty bearers, communities and HCL Foundation come together and work towards integrated community development. This programme is now in scaling up phase in all cities, where HCL has a presence.

India has the world's largest youth population, with 354.4 million people aged between 15 and 29 years (India Labor Market Update, 2016, International Labor Organization – ILO). Despite the economic growth and an increase in general education levels, youth unemployment is a growing challenge, especially among the urban educated youth. Many families/ youth migrating from the rural areas end up living in slum areas (low-income housing) and youth from these households lack access to the resources and opportunities to make a foray into formal sector employment.

The goal of “**Skill Development & Livelihoods**” portfolio is to empower youth so that they are able to break the cycle of poverty and lead a life of dignity. The portfolio is further bifurcated in the following three sub- themes-



### Skill Development & Livelihoods Framework

## Skill Development & Livelihoods Thematic Objectives

- **Yuvakendras & Career Counselling:** Skill Development Centers help in reducing the gap between demand and supply of skilled work force by providing training in skill development. Yuvakendras enhance the vocational skills of



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youth, by imparting placement-linked and market-oriented skill training with suitable wage/ self-employment opportunities. Providing quality career guidance to School/ College students coupled with technical training to open their horizon to various career choices and make them placement ready.

- **Women Empowerment & Incubation of Social Enterprises/ Micro Entrepreneurs:** Marginalized sections have a strong desire and capability to break the cycle of poverty. Social mobilization, building institutions and providing alternative income generation opportunities are critical. Facilitation of knowledge, handholding, skill building, access to credit, access to forward and backward market linkages, awareness of rights and entitlements and access to livelihood services stimulate this upward mobility. Facilitating, handholding and nurturing young women and men. Undertaking capacity building, providing seed money and working closely to bring about long term sustainable solutions.
- **Collaborating with Government Institutions:** Information deficit among school and college goers is common and is further magnified in Government institutional setup. This information asymmetry hinders them from effectively participating in the workforce. Providing career guidance and counselling to students of public schools will prove to be critical for their progress and development. Similarly, strengthening of Government institutions in the vocational space is also the need of the hour. The focus will be on providing resources to existing Government Industrial Training Institutes (ITIs), Polytechnics and Government Institutions which will revamp quality education and improved learning experience.

## Purpose of this RFP

The purpose of this document is to Request for Proposals (RfPs) in line with the standards of HCLFoundation. Respondents are requested to submit their proposals based on detailed instructions given below to set up high impact project under the HCL Uday Program in the proposed location using innovative and sustainable models under Skill Development and Livelihoods thematic area.



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## Request for Proposals

This RFP invites proposals from implementing agencies and social sector organizations which are **primarily working with government affiliated bodies such as Industrial Training Institutes (ITIs), and Polytechnics to collaborate and strengthen these government institutions.** The selected partners are expected to strategize depending on the local socio-economic context and the need of the trade/ courses to be taught in these institutions. **Proposals focusing on new-age employability skills tailored to current industries' needs and Future 4.0 Skills such as Electric Vehicles (EVs), CNC Operator/Programmer, 3D Printing, Electrician Power Distributor, Computer Operator and Programming Assistant (COPA), Welder/Fabricator, Fitter, Food and Beverages, Internet of Thing (IoT) will be given more prominence.** Placement of at least 85% of the batch is desired. Projects pertaining to setting up Yuvakendras for Persons with Disability (PwDs), transgender, and other such marginalized sections of the community are encouraged.

## Scope of Work

The scope of work against which the proposals are invited are classified as per Skill Development & Livelihoods Framework (see above figure). An NGO/ CSO/ not for profit organization working to strengthen government affiliated bodies such as ITIs and polytechnics to provide employable skills training to youth can apply under the Collaborating with Government Institutions pillar mentioned above in the Skill Development & Livelihoods Framework

### (i) Collaborating with Government Institutions

Below are the processes which are expected to be undertaken as part of the programme:

#### ➤ Pre Training Phase

- Market research and assessment
- Recruitment and Training

#### ➤ Training Phase

- Mobilization and counselling
- Batch screening and registration
- Trainee induction and classroom sessions – theory and practical
- Employability skills – life skills, personality development modules
- Spoken English, Financial Literacy and Basic IT
- Regular assessments on both technical and life skills
- Exposure visits, OJT
- Mock Interviews

#### ➤ Post Training Phase

- Certification/third-party assessment
- Compulsory on-job training
- Interviews and placement support
- Post placement



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- Employer feedback
- Facilitating and educating trainees to various government entitlement

*Please note that the above list is indicative and organizations are free to submit suitable activities keeping the purpose of RFP in mind.*

## Submission Details & Deadlines

Reputed NGOs/agencies may submit proposals as per their strength and area of expertise.

All proposals must be submitted as per the prescribed **Proposal Format** along with **Annexure A (Budget)** and **Annexure B (Gantt Chart)**. All 3 formats can be downloaded from the link below: [HCL F - Proposal Formats](#)

**Budget:** Budget must be submitted as per the attached template. Please provide detailed break-up of each line item and all sub-line item costs with clear budget explanatory notes. Any taxes including service tax, sales tax, value added tax or any other applicable tax, duty, cess or levies, must be quoted separately from the price of goods and services. The terms of payment along with a tentative timeline must also be attached.

**Gantt Chart:** The Gantt Chart must detail the comprehensive list of activities proposed in the proposal along with a tentative timeline. A sample Gantt Chart can be downloaded from the link above. NGOs/implementation Agencies may make the required changes in the Gantt Chart as per the activities proposed by them.

Please submit proposals by 25<sup>th</sup> Jan 2025 to [sweta.chakraborty@hcltech.com](mailto:sweta.chakraborty@hcltech.com) and [gaurav.majumdar@hcltech.com](mailto:gaurav.majumdar@hcltech.com)

Please send in your submissions with **Subject Line** in the given format:

**HCLF/RfP/SDL/Uday by HCLFoundation/26122024/<Name of Organization>**

**Proposals must be submitted along with Budget and Gantt chart ONLY in the formats shared on the link.** Proposals not shared in the given format are liable for rejection. Proposals received after the due date and time will not be considered.

All enquiries regarding this RFP should be made by 20<sup>th</sup> Jan 2025 via email to [sweta.chakraborty@hcltech.com](mailto:sweta.chakraborty@hcltech.com)

## Terms & Conditions

**Duration of the Project:** Duration of the project should be 12 months

**Deadline:** Proposals received after the designated deadline may be subject to rejection by HCLFoundation.

**Validity:** Your proposal must remain valid for a minimum of six (6) months from the date of receipt by HCLFoundation.



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**Negotiations:** The most competitive proposal is requested. It is anticipated that the contract will be awarded on the basis of merit of proposal. However, HCLFoundation reserves the right to request responses to questions and conduct negotiations with any potential organization/subject matter expert prior to awarding a contract.

**Rejection of Proposal:** This document is a request for proposals only, and in no way binds HCLFoundation to make an award. HCLFoundation reserves the right to reject any and all offers received and/or to cancel the RFP. HCLFoundation will not be obliged to either inform or provide a justification for rejection of proposals.

**Incurring Costs:** HCLFoundation will not be liable for any cost incurred during preparation, submission, or negotiation of an award for this RFP.

**Financial Responsibility:** Proposals must certify the financial viability and adequacy of resources of the organization to complete the proposed assignment within the agreed time frame and in conformity with the agreed terms of payment. HCLFoundation reserves the right to request and review up to the last three financial statements and audit reports including schedules and annexures, as part of the basis of the award if required.

**Branding:** HCLFoundation has set brand guidelines that should be incorporated and followed while demonstrating the Foundation's brand.

**Copyright and Patents:** HCLFoundation shall be entitled to all copyrights, patents and other proprietary rights and trademarks with regard to the products or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequences of or in the course of the execution of the contract. All plans, reports, recommendations, estimates, documents and data compiled by the service providers under the contract shall be the property of HCLFoundation and shall be treated as confidential. All confidential documents should be delivered to the relevant people within HCLFoundation during the project duration and upon completion.



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